

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity (NOFO):** FY 2017 International Visitor Leadership Program Collaborative Services Award

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** ECA-ECAPEV-17-002

**Catalog of Federal Domestic Assistance Number:** 19.402

**Key Date/Application Deadline:** July 11, 2016

**Program Description/Executive Summary:** The Bureau of Educational and Cultural Affairs, Professional and Cultural Exchanges, Office of International Visitors (ECA/PE/V) at the United States Department of State (DOS), announces an open competition for the FY 2017 International Visitor Leadership Program (IVLP) Collaborative Services. The IVLP is the U.S. Department of State's premier professional exchange program. It seeks to build mutual understanding between the United States and other nations through carefully designed short-term visits to the United States for current and emerging foreign leaders. These visits reflect the International Visitors' professional interests and support the foreign policy goals of the United States.

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

**It is the Bureau's intent to award one cooperative agreement for one base year plus two non-competitive continuations for an estimated total amount of \$975,000. Please see section B.) Federal Award Information, below for additional details.**

**A. Program Description:**

Overall grant making authority for the program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

**Purpose:** The International Visitor Leadership Program (IVLP) seeks to increase mutual understanding between the United States and foreign publics through carefully designed professional programs that support U.S. foreign policy objectives. The goal of the IVLP is to provide firsthand knowledge about U.S. society, culture, and politics, while cultivating lasting relationships and to help strengthen U.S. engagement with countries around the world. IVLP participants are current or potential foreign leaders in government, politics, media, education, science, non-government organizations (NGOs), the arts, and other key fields. They are selected by officers of U.S. embassies and consulates overseas and are approved by DOS staff in Washington, D.C. Since the program's inception in 1940, more than 200,000 distinguished International Visitors have participated in the program. More than 345 program alumni subsequently became heads of state or government in their home countries. All IVLP projects maintain a non-partisan character.

The IVLP requires substantive services and assistance to support its goals and objectives, to support the overall program, and to provide collaborative services that benefit all participants as described in this notice of funding opportunity. The required support will be achieved through a cooperative agreement. In a cooperative agreement, the program office (ECA/PE/V) is substantially involved in program activities above and beyond routine monitoring.

ECA/PE/V activities and responsibilities for this program are as follows:

1. ECA/PE/V will approve and provide all project-level funding through other mechanisms. Therefore, the budget for this cooperative agreement should only include administrative costs to implement the required services.
2. ECA/PE/V authorizes Federalism Lectures, Home Hospitality, and Capitol Hill Insider Tours based on project demand and coordinates the use of these services with other program partners.
3. ECA/PE/V/C/R approves the number and timing of any Workshops and Trainings and approves all expenditures.
4. ECA/PE/V/C/R will review all requests for proposals (RFP) for hotel requirements for all special initiatives and will have final approval on selected hotels based on criteria received from the RFP and analyzed by the recipient.
5. ECA/PE/V will select all participants and will assign all "in-house" IVLP On Demand projects.

The following collaborative services will be required by the award recipient:

#### *U.S Federalism Lectures*

In order to ensure that IVLP participants have a basic understanding of the U.S. system of government, the award recipient will arrange a series of briefings on U.S. federalism. Briefings should be conducted by Washington-area university political science or government professors and other qualified experts, and the proposal should list appropriate qualifications and the names and biographies of suggested federalism briefers. In most cases, these briefings will be for participants on smaller projects and those programmed by the IVLP On Demand Division. Previous year estimates for federalism briefings included approximately 66 briefings for 290 visitors. The budget should include organization of at least one federalism briefing each week; however, the fees for the actual briefer will be authorized and paid through project-level funding and should not be included in the budget for this award. The award recipient should clarify the type of materials that will be provided to each participant and budget for all reproduction costs as part of this award. The proposal must include information on the availability of space to hold the weekly briefings. The award recipient should clearly detail available options for meeting rooms to accommodate the weekly federalism briefings. In general, meeting rooms should be a cost share and not included as an expense as part of this solicitation nor a project level expense. The award recipient should clearly explain their ability to expand or contract the number of briefings pending the needs of ECA/PE/V and should detail how the briefings will be marketed to ECA/PE/V and other implementing partners - national program agencies (NPAs).

#### *Capitol Hill Insider Tours*

The recipient will arrange tours through the U.S. Capitol Visitor Center and/or Congressional Offices and provide briefings to IVLP participants on the role of the U.S. Congress. The proposal must indicate how this opportunity for tours will be marketed to NPAs and to ECA/PE/V program officers to ensure that proposed targets and number of tours are arranged. The award recipient should clearly explain their ability to expand or contract the number of tours pending the needs of the ECA/PE/V.

#### *Home Hospitality*

The award recipient will provide opportunities for IVLP participants to share a meal or similar U.S. cultural experience in the homes of diverse occupational, age, gender, and ethnic groups in the Washington, D.C. metropolitan area. Some individual and group programs might include an opportunity for an overnight stay (home stay) in an American home. The proposal must indicate the proposed number of hospitality events and clarify a plan to market this opportunity to other NPAs and ECA/PE/V program officers, especially for projects in the Washington, D.C. metropolitan area over a holiday weekend. At a minimum, the administrative support to organize at least two home hospitality events each month for a minimum of 125 participants each year should be part of the budget. The proposal should also provide a suggested list of home hospitality hosts in the Washington, D.C. area and clearly identify how diversity will be encouraged.

*Messenger Service*

The award recipient will provide a daily messenger run between all D.C.-based NPA offices (currently seven locations), ECA/PE/V, the Office of Language Services, Global Ties U.S., and Washington, D.C.- based hotels when requested for delivery of program materials for in-house IVLP On Demand projects. All fees associated with operation of the service should be included in the proposal including details on the staffing pattern and associated costs.

*Trainings, Meetings, Programmatic Activities and Capacity-Building Efforts*

In consultation and coordination with ECA/PE/V/C/R, the award recipient will conduct capacity-building events, including training, for members of the IVLP network to enhance their programming skills and reinforce their overall goals for the IVLP. The award recipient organization will help coordinate trainings for a minimum of two training sessions per year (for Interpreters, International Visitor Liaisons, and other individuals associated with the IVLP) to highlight resource development and programmatic activities. The budget should include staffing to allow the recipient organization to coordinate meeting room space, transportation, and appropriate meals, and should include honorarium for two-three professionals based on the needs of the activity and ECA approved honorarium rates. The award recipient should plan to administratively support the attendance of at least 50 individuals at each capacity-building activity.

*Hotel Procurement for all Group Projects in Washington, DC and New York, NY and any special initiatives that open or close outside of Washington, DC and New York (maximum of six per year).* The award recipient should dedicate one full-time equivalent (FTE) to continually build strong relationships and enhance hotel procurement efforts in Washington, DC and New York. The award recipient will operate a hotel pricing program in Washington, DC and New York City for the benefit of the entire IVLP that meets all federal requirements for procurement.

Responsibilities will include the following activities:

- a. Salary for a procurement expert to negotiate group rates and sufficient lodging capacity with hotels in Washington, DC and New York City in compliance with procurement guidelines; coordinate assignment of all group projects to Washington, DC hotels (approximately 160-180 projects per year) in close consultation with ECA/PE/V/C/R; develop and maintain relationships with hotel contacts and coordinate all requests for proposals for larger special initiatives, as designated by ECA/PE/V; and review language in local hotel group contracts as appropriate. All hotel rooms and services must be negotiated at current U.S. government rates or below and approval will not be given for venues at a higher rate without justification and prior ECA/PE/V approval.
- b. Provide ECA/PE/V and NPA hotel coordinators with a list of approved hotels for use in the IVLP for smaller projects.
- c. Act as a liaison between hotel sales representatives and ECA/PE/V to identify and resolve issues related to hotel pricing and cancellations.

- d. Provide hotel pricing analysis for ECA/PE/V as requested and establish a system of documentation, communication and review of internal and external comparative price data to assist in rate management for IVLP hotels.
- f. Work with Global Ties U.S. community-based organizations (CBMs) to meet guidelines around hotel procurement for IVLP participants in their communities.

All proposed hotel sites and copies of the hotel proposals are subject to ECA/PE/V/C/R approval, and ECA/PE/V/C/R reserves the right to request renegotiation of any and all hotel agreements/services not adhering to the above conditions.

#### *Administrative Support for IVLP Special Initiatives*

The award recipient will coordinate various aspects of up to six special initiatives (larger groups that could include up to 150 participants). These administrative tasks may include, but are not limited to, coordinating venues, coordinating speakers and panels, arranging interpreting booths, coordinating meals and other refreshments, coordinating ground transportation for the groups when in the same city; contracting for appropriate audiovisual equipment and printing fees for required items (tent cards, signs, name tags); and drafting social media plans for all special initiatives.

#### *Administrative Support for “In-House” IVLP On Demand Projects*

The IVLP On Demand Division manages approximately 75-100 “in house” projects annually, in which ECA/PE/V staff manage projects directly without relying on the availability of an implementing partner. The recipient should plan to provide administrative support for all “in-house” projects. The award recipient should dedicate, on an as-needed basis, up to two full-time equivalents (FTEs) who would have primary responsibilities related to administrative support for the IVLP On Demand Division. Costs noted below as “not part of this award” will be funded through other mechanisms.

Duties should include, but are not limited to:

- Conducting opening briefings for each project related to administrative program details;
- Issuing tickets for domestic transportation (airplane and train) for participants and assigned Interpreters/International Visitor Liaisons (I/L) (funds for transportation are not part of this award);
- Issuing per diem via debit card for participants (funds for per diem are not part of this award);
- Booking rental cars or arranging charter transportation (funds for local transportation are not part of this award);
- Enrolling participants in the Accident and Sickness Program for Exchanges (ASPE) or its replacement health plan;
- Paying project expenses and completing final budgets with funds from project-level budgets that are not part of this award;
- Processing reimbursements to Global Ties U.S. community-based members and I/Ls as required by each project;

- Pre-paying or direct billing hotels throughout the proposed itinerary for each project (funds for hotel costs are not part of this award);
- Arranging meeting space for any required project meetings (funds for meeting space is not part of this award);
- Compiling program packets based on guidance from ECA/PE/V.

The award recipient should include in the line-item budget and narrative any administrative fees associated with processing debit cards for meals and incidental expenses (M&IE) payments to IVLP On Demand participants which are managed in-house by ECA/PE/V staff members. In addition, the award recipient will share a plan to ensure that all participants who are issued debit cards are properly briefed about the proper use of such cards.

## **B. Federal Award Information:**

### **Type of Award: Cooperative Agreement**

ECA's level of involvement in this program is listed under "A. Program Description" above.

### **Fiscal Year Funds:**

- FY 2017 - Base Year period of performance October 2016 to December 31, 2017, \$300,000, pending the availability of funds;
- FY-2018 – NCC year-one period of performance January 1, 2018 to December 31, 2018, \$325,000 pending successful performance and the availability of funds;
- FY-2019 – NCC year-two period of performance January 2019 to December 31, 2019, \$350,000 pending successful performance and the availability of funds.

**Approximate Total Funding: \$975,000** This figure represents base year plus two Non-Competitive Continuation years, pending successful performance and the availability of funds.

**Approximate Number of Awards: 1**

**Floor of Award Range: \$975,000**

**Ceiling of Award Range: \$975,000**

**Approximate Average Award: \$975,000**

**Anticipated Award Date: Pending the availability of funds, October 1, 2016.**

**Anticipated Project Completion Date:** December 31, 2019 This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years and sufficient time to close out the award after the period of performance.

**Additional Information:**

A Cooperative agreement(s) will be awarded for a period of 15 months (base year) with Non-Competitive Continuations (formerly referred to as option years) for two additional **12** month periods (non-competitive continuation years one and two). ECA will notify the recipient of our intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

**C.) Eligibility Information:**

**C.1. Eligible applicants:** Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) who have a physical presence in the District of Columbia.

**C.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

**C.3. Other Eligibility Requirements:**

- a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in an amount **over \$130,000** to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

b.) **Technical Eligibility:** All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

- Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

### **Qualifications:**

Applicants must demonstrate a minimum of four years of successful experience in coordinating international exchanges of a similar nature and must demonstrate the ability to successfully administer all of the required collaborative services for all IVLP project types as identified below:

### **International Visitor Leadership Program Project Types**

TYPE	DESCRIPTION	DEFINITION	FUNDING SOURCE
IND	Individual	One person	Comes from one country and funding source
ITT	Individuals Traveling Together	Two to three people from a single country	Comes from one country; possibly differing funding sources
SCP	Single Country Project	Four or more people from a single country	Comes from one country; possibly differing funding sources. Enhancement funding available
SRP	Sub-Regional Project	Four or more people from different countries within a geographic sub-region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
RP	Regional Project	Six or more participants from different countries within a geographic region	Comes from differing countries and possibly differing funding sources. Enhancement funding available
MRP	Multi-Regional Project	Twelve or more participants from multiple regions of the world	Comes from differing countries worldwide. Enhancement funding available
G3P	Individual/Group	Global Government-to-Government Partnership (G3P) is a long-term fellowship program for participants to train at government agencies. Selected due to their potential for leadership within their individual ministries	Could come from different countries, but currently only from Japan. Limited enhancement funding available



1. Proposals must demonstrate an applicant's broad knowledge of international relations and U.S. foreign policy issues.
2. Proposals must demonstrate an applicant's broad knowledge of the United States and U.S. domestic issues.
3. The award recipient must have a Washington, D.C. presence. Applicants who do not currently have a Washington, D.C. presence must include a detailed plan in their proposal for establishing such a presence by October 1, 2016. The costs related to establishing such a presence must be borne by the award recipient. No such costs may be included in the budget submission in this proposal.
4. Proposals must demonstrate that the applicant has an established resource base of programming contacts and the ability to keep this resource base continuously updated. This resource base should include speakers, thematic specialists, or practitioners in a wide range of professional fields in both the private and public sectors.
5. All proposals must demonstrate sound financial management and appropriate internal financial controls.
6. The award recipient with the ability to generate program income must be mindful that program income earned during the project period shall be retained by the award recipient, in accordance with the awarding agency's regulations or the terms and conditions of the award, and used in one or more of the ways listed below:
  - (1) Added to funds committed to the project by the federal awarding agency and award recipient and used to further eligible project or program objectives;
  - (2) Used to finance the non-federal share of the project or program; and/or
  - (3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.
7. The proposal should demonstrate a clear understanding of the work to be undertaken and outline the responsibilities of all key personnel involved. The proposal should set forth in detail the award recipient's management approach and a work plan/timeframe.
8. Applicant organizations must include a proposed budget and identify the number of visitors the proposed funding levels will support.

9. Proposals may utilize additional staff (seasonal teams) during particularly busy months of the IVLP cycle to accommodate additional projects, if requested by ECA/PE/V. The proposed budget should also include a separate budget spreadsheet for any seasonal program team(s) proposed.
10. Applicants must have the ability to implement a direct billing payment system with hotels in Washington, DC and across the United States for all IVLP On Demand projects that are assigned. The plan should identify any proposed savings to the United States Government anticipated from implementing a direct billing payment system.
11. The Award recipient must have e-mail capability, access to Internet resources, and the award recipient's office technology must be capable of exchanging information with all partners involved in the International Visitor Leadership Program. The award recipient must have the capability to communicate electronically and use the ECA/PE/V application ORDIV, the software application that allows award recipients to share information and data electronically through the Department of State's Exchange Visitor Database (EVDB-e) and with the Global Ties U.S. community-based members (CBMs) as well as to produce a national program book and other supporting documents (e.g., appointment requests and confirmations, participant welcome letters, and mailing labels) generated directly into Microsoft Word.
12. Applicants must include a separate and clearly labeled attachment with the following:
  - a. Samples of at least two schedules for international exchange or training programs that they have coordinated within the past four years that demonstrate their organization's competence and abilities to conduct the activities outlined in the NOFO;
  - b. Samples of orientation and self-evaluation materials used in past international exchange or training programs.

**Requirements for Past Performance References:**

In addition to Letters of Endorsement, DOS will also use past performance as an indicator of an applicant's ability to successfully perform the work. A separate and clearly labeled attachment of the proposal must contain any letters of endorsement and between three and five references who may be called upon to discuss recently completed or ongoing work performed for professional exchange programs (which may include the IVLP). The reference must contain the information outlined below.

Please note that the requirements for submission of past performance information also apply to all proposed subaward recipients when the total estimated cost of the subaward is over \$130,000.

At a minimum, applicants must provide the following information for each reference:

- Name of the reference organization
- Project name
- Project description
- Performance period of the contract/cooperative agreement or grant
- Amount of the contract/cooperative agreement or grant
- Technical contact person and telephone number for referenced organization
- Administrative contact person and telephone number for referenced organization.

DOS may contact representatives from the organizations cited in the examples to obtain information on the applicant's past performance. DOS also may obtain past performance information from sources other than those identified by the applicant.

**Personnel:**

Applicants must include complete and current resumes of the key personnel who will be involved in the program management, design, and implementation of IVLP programs. Each resume is limited to no more than two pages per person.

**Budget Guidelines:**

Applicants are required to submit a comprehensive line-item administrative budget in accordance with the instructions in the Solicitation Package (Proposal Submission Instructions). The submission must include a summary budget and a detailed budget showing all administrative costs. Proposed staffing and costs associated with staffing must be appropriate to the requirements outlined in the NOFO and in the Solicitation Package. Cost sharing is encouraged and should be shown in the budget presentation. Applicants must prove fiscal management integrity. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

All liaisons shall be with the designated elements of the DOS relative to the following responsibilities incurred by the recipient under this agreement:

A. Program Administration – Bureau of Educational and Cultural Affairs, Office of International Visitors, Community Resources Division, Community Relations Branch, ECA/PE/V/C/R

B. Financial – Bureau of Educational and Cultural Affairs, Grants Division, ECA-IIP/EX/G.

**D.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**D.1 Contact Information to Request an Application Package:**

Please contact the Bureau of Educational and Cultural Affairs, Professional and Cultural Exchanges, Office of International Visitors, Community Resources Division, Community Relations Branch, ECA/PE/V/C/R, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 632-3288 or email Patricia Johnson at [JohnsonPA2@state.gov](mailto:JohnsonPA2@state.gov) to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

Please specify ECA/PE/V/C/R staff contact Patricia Johnson and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

**D.2. To Download a Solicitation Package Via Internet:**

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

**D.2a. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

**D.3a.** You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

D.3c. All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.3d. You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing [www.GrantSolutions.gov](http://www.GrantSolutions.gov). To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click “Getting Started-Request a User Account” at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or 1-866-577-0771.

Please take into consideration the following information when preparing your proposal narrative:

#### **D.3h. ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA**

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-44, Suite 668  
301 4<sup>th</sup> Street, SW  
Washington, DC 20547

Please refer to Solicitation Package for further information.

### **D.3i. Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

### **D.3j. Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions).

The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge. Please note that ECA/PE/V intends to have the evaluation application operational in FY 2017. ECA/PE/V will notify the recipient *when* the ECA/PE/V evaluation application is fully launched; at that time the application will replace all recipient questionnaires in order to avoid duplication of effort.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)



Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**D.3k. Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

**D.3l. Communications Guidance for ECA Grant Recipients:** All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

**D.3m.** Please take the following information into consideration when preparing your budget:

**D.3n.** Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**For competitions that will be renewed through a Non-Competitive Continuation (formerly referred to as Option Years) applicants must submit:**

- the SF-424A which must include the budget request amount for the base-year of the program;
- a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds; and
- an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

**To exercise the Non-Competitive Continuation (formerly referred to as Option Years) mechanism the recipient will be required to submit:**

1. timely quarterly performance and financial reports;
2. a request in writing to ECA at least 90 days in advance of the expiration of the current program year;
3. a summary budget that projects program expenses through the end of the current year;
4. a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5. a brief narrative to support the continuation of the award.

**The ECA Grants Officer and Program Officer will:**

1.) Closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional non-competitive continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)

- 2.) Review and evaluate all mandatory quarterly program and financial reports;
- All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional non-competitive continuations.
  - Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
  - The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

- 3.) Prior Grants Officer approval is required to carry forward an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to carry forward the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to carry forward funds. A final determination and approval to carry forward any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

- i. The request to carry forward an unobligated balance must include:
  - a. A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,
  - b. A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.3o. Allowable costs for the program include the following:

- 1) Staff Salaries and Benefits;
- 2) Office and Program Supplies;
- 3) Telephone and Communications;
- 4) Staff Travel and Per Diem;
- 5) Automatic Data Processing Equipment Maintenance and IT Costs;
- 6) Indirect Costs.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: July 11, 2016

Method of Submission:

Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 1-800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

D.3q. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **E. APPLICATION REVIEW INFORMATION**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

### **E.1. REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Program planning:** Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
2. **Ability to achieve program objectives:** Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
3. **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
4. **Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. In addition to Letters of Endorsement, DOS will also use past performance as an indicator of an applicant's ability to successfully perform the work. A separate and clearly labeled attachment of the proposal must contain any letters of endorsement and between three and five references who may be called upon to discuss recently completed or ongoing work performed for professional exchange programs (which may include the IVLP).

5. **Institution's Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
6. **Project Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.
7. **Cost-effectiveness:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.
8. **Cost-sharing:** Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

#### **F.) Federal Award Administration Information**

##### **F.1. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

The following additional requirements apply to this project:

##### **For assistance awards involving Iran:**

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6.

These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

**Note:** To assure that planning for the inclusion of Iran complies with requirements, please contact Larry Moody at telephone (202) 632-3281 or e-mail [MoodyLA@state.gov](mailto:MoodyLA@state.gov) for additional information.

**Prohibition on the use of Federal Funds to Promote, Support, or advocate for the legalization or practice of Prostitution.**

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

The recipient shall insert the foregoing provision in all sub-agreements under this award.

This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Department of State prior to the end of its term.

**For assistance awards involving the Palestinian Authority, West Bank, and Gaza:**

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Diane Crow at [CrowDE@state.gov](mailto:CrowDE@state.gov) or [Patricia Johnson at JohnsonPA2@state.gov](mailto:Patricia Johnson at JohnsonPA2@state.gov) for additional information.

**F.2 Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's (OMBs) Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the [www.ecfr.gov](http://www.ecfr.gov) website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>  
<https://www.statebuy.state.gov/fa/pages/home.aspx>

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

*Mandatory:*

1. Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all programmatic reports and can be found here: [http://aopefa.a.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68). The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov). The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [GrantSolutions.gov](http://Grantsolutions.gov), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.
2. A final program and financial report no more than 90 days after the expiration or termination of the award;
3. A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: [FFATAECA@state.gov](mailto:FFATAECA@state.gov). This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.



4. Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC) (formerly referred to as Option Years), applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.
5. Quarterly Program Reports are due within thirty (30) days following the end of each fiscal year quarter on the status of the development or implementation of key activities and initiatives during the quarter. These reports must be submitted through GrantSolutions (by upload as a grant note) with a copy to [IVLPgrants@state.gov](mailto:IVLPgrants@state.gov). For visitor services, reports must include the number of International Visitors benefiting from the program and services, including a statistical grid identifying the activity and a tally of the number of IVs from other national program agencies. For all services, a matrix-style report should be submitted recording usage by national program agencies, including the number of visitors served and listing the participants. For federalism lectures, a similar report identifying not only the national program agencies, but the identity of each lecturer/speaker, should be uploaded into GrantSolutions via a grant note with a copy to [IVLPgrants@state.gov](mailto:IVLPgrants@state.gov) by the 15<sup>th</sup> of each month.
6. For In-House IVLP On Demand Support, the award recipient must provide ECA/PE/V/C/R with **Quarterly Projected Expenditure Reports**. The award recipient is required to use the most recent version of the ECA Quarterly Projection Spreadsheet. The projection sheet is due by the 15th day of the 3<sup>rd</sup> month of each quarter. The report should indicate projections for the next quarter in the following categories: IVLP on Demand group project enhancement expenses and IVLP Division special initiative group project enhancement expenses; Interpreter/ Liaison expenses; and any Reasonable Accommodation Charges. **Travel Manager Company (TMC):** IVLP On Demand participants domestic air travel; Interpreter/Liaison domestic air travel. **Number of Participants:** IVLP On Demand participants and number of Interpreters/Liaisons. The report should be sent to [IVLPgrants@state.gov](mailto:IVLPgrants@state.gov).

The award recipient will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**F.4. Program Data Requirements:**

Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

**G. Agency Contacts**

For questions about this announcement, contact: Diane Crow, U.S. Department of State, Office of International Visitors, ECA/PE/V, SA-5, 3<sup>rd</sup> Floor, 2200 C Street, NW, Washington, DC 20037, telephone (202) 632-6162 and fax (202) 632-9393, or email [CrowDE@state.gov](mailto:CrowDE@state.gov), or Patricia Johnson, telephone (202) 632-3288 and fax (202) 632-9393, or by email at JohnsonPA2@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**H. Other Information:****Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Evan Ryan  
Assistant Secretary for Educational and Cultural Affairs  
U.S. Department of State

May 18, 2016

